

Bob Holden
Governor



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Commissioner

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Jack Dothage
Interim Director
Division of Accounting

MEMORANDUM

TO: State Agencies
FROM: OA/Accounting
DATE: November 22, 2004
RE: Vendor Checks

Thursday, November 25 and Friday, November 26 are state holidays. Vendor checks that are produced Monday evening during the nightly cycle will be dated Wednesday, November 24 and will be released Tuesday afternoon November 23. Vendor checks that are produced Tuesday evening during the nightly cycle will be dated Monday, November 29 and will be released Monday morning, November 29 due to the fact that Friday, November 26 is a banking day. Vendor checks that are produced Wednesday evening during the nightly cycle will be dated Tuesday, November 30 and will be released Monday afternoon, November 29.

If you have any questions, please contact your Agency Customer Service Coordinator (ACSC). Your ACSC will contact OA/Division of Accounting Agency Customer Service desk if necessary. Thank you for your cooperation.

JD:cn/jdvendorchecks